



Memo To: Mayor and Councilmembers
From: Andy Wayman, City Manager
Subject: Social Media Policy for Councilmembers
Date: January 16, 2020

Recently, City Council met in multiple work sessions to discuss a social media policy for the Mayor and City Council. The purpose of the policy is to establish a formal process and standards for the use of social media by Elected Officials in their official capacity. This policy outlines the roles, responsibilities, and best practice recommendations for the use of social media by Elected Officials.

The policy includes sections on:

- Prohibited Content
- Ethics and Elections Rules
- Public Records Retention
- Open Meetings Act
- Administration and Enforcement

If adopted, the policy will be codified as Administrative Regulation CC-5.

The social media policy for City Staff was adopted in 2010.

RECOMMENDATION

Staff recommends that the City Council adopt Administrative Regulation CC-5, Elected Officials Social Media Policy.